

Hatley Parish Council

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Draft Minutes of the Ordinary Meeting of Hatley Parish Council held in Hatley Village Hall on Tuesday 17th January 2023

PRESENT: Cllr Micky Astor (Chair), Cllr Alan Pinney (Vice Chair), Cllr Carole Cooper, Cllr Harold Nickerson, Cllr Paul Kraus, Clerk to the Council Kim Wilde, District Councillor Heather Williams and four members of the public.

ACTION BY

1. WELCOME AND STATEMENT OF MEETING PROTOCOL
Provided by the Chair.
2. APOLOGIES FOR ABSENCE
Received from County Councillor Sebastian Kindersley.
3. INTERESTS
 - i. Declarations of Interest: None received.
 - ii. Dispensation applications for items on this agenda: None received.
4. COUNCILLOR UPDATE
It was noted that Cllr Cooper has signed the Acceptance of Office and has also completed a Councillor training course provided by CAPALC.
5. PREVIOUS MINUTES
Minutes of the Extraordinary Meeting of Hatley Parish Council held on Thursday 15th December 2022 were approved and signed.
6. MATTERS ARISING
It was noted that Cllr Kraus had provided thanks and a testimonial to Sundeala, the supplier of the new backing used on the East Hatley notice board, and that there has been no progress relating to the hazardous trees that have been reported to Council County Highways.
7. COUNTY AND DISTRICT COUNCILLOR REPORTS:
District Councillor Williams provided a written report ahead of the meeting and invited the Councillors to raise questions relating to the report. A question was raised by one member of the public, asking when the precept would be set by the District Council and what it is expected to be. Cllr Williams confirmed that the decision will be made in February and suggested it would be better to await the outcome than speculate on the possible increase. However, as SCDC has a budget gap of £6 million it is likely that the increase will be towards the maximum amount. No questions were raised by the Parish Council. Cllr Williams reminded all that there are ongoing issue with email correspondence and to call her if she has not provided a response, to check whether the email was ever received. It was also noted that SCDC's 2021 accounts are now available for inspection but will not be audited for some time, as the audit for 2020 remains in progress.

8. RECONCILIATION OF THE BANK STATEMENT WITH THE CASHBOOK, INCLUDING PETTY CASH, FOR THE PERIOD 01.10.22 to 31.12.22
The relevant bank statements and the cashbook were shared with the Parish Council ahead of the meeting. The Clerk explained the difference between the two balances, being 10 uncleared cheques. The Parish Council **resolved to approve** the reconciliation of the finances.
9. PAYMENTS FOR APPROVAL
The Parish Council **resolved to approve** the following payments:
- i. *K Wilde* – Payment for Locum Clerk Services 01.12.22 to 15.12.22 and Clerk pay 16.12.22 to 31.12.22
 - ii. *H M Revenues and Customer* – PAYE December 2022 – £123.60
 - iii. *K Wilde* – Reimbursement for annual Microsoft Licence – £59.99
 - iv. *Society of Local Council Clerks* – Membership for K Wilde to 31.12.23 – £101.00
 - v. *K Wilde* – Reimbursements for travel and office expenses - £64.59
 - vi. *Andrew Deptford* – Defibrillator pads and battery cartridges – £129.60
 - vii. E.on next – Village Hall electricity 01.10.22 to 02.01.23 – £285.70 (D/D due 20.01.23)
10. CASHBOOK RECEIPTS
The Clerk provided details of receipts for period 16.12.22 to 16.01.23, which included the VAT reclaim for the year 2020-21 and hall hire fees. The VAT receipt has been shared appropriately between the Parish Council's funds and the HVA's funds.
11. BUDGET AND PROPOSED PRECEPT FOR 2023-24
The Clerk explained expectations for payments and receipts in the next financial year and provided three examples of how the precept and bank reserves might look with a 0% / 5% / 10% increase to the precept. It was agreed that the Council can expect to see an increase in costs across all services as a result of recent price hikes for oil and electricity supplies. It was agreed that the bank reserves could be drawn upon to help cover these additional costs. It was agreed there should be provision in the precept calculation for the Local Highways Improvement application which was submitted at the start of January 2023. The Parish Council **resolved to approve** a 5% increase in the precept for financial year 2023-24.
12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022-23
The Clerk confirmed that all AGAR forms and supporting data is now available on the Hatley website and notice boards, with the exception of the Internal Auditor's report. The Clerk will finalise the audit file for delivery to LGS Services in the coming week. The Internal Auditor's Report will be published as soon as it has been supplied by LGS Services.

13. HIGHWAYS AND SPEEDING

- i. Cllr Nickerson provided an update on behalf of the Speedwatch team. Activity has been minimal due to the weather and limited hours of daylight. There are 2 new Speedwatch locations awaiting approval by Cambs Constabulary, which will take the total to 5 locations across the parish.
- ii. Cllr Pinney confirmed there are no new issues to consider relating to the speed monitoring sign. The Clerk advised that a recent attempt to download speed data from the sign was successful and details of the report were shared, spanning a 12 month period from 01.11.21. Over 33% of traffic that travelled at speeds greater than 20 mph were travelling in excess of the 40 mph speed limit.
- iii. The Clerk confirmed that the Local Highways Improvement application 2023-24 was submitted at the start of the year, based significantly on the previous application in 2022-23. The key change was the proposed costing (estimated increase of 10%) which in turn increases the sum of the proposed 15% contribution by the Parish Council. Clerk to obtain the timescales for the decision-making process, to be shared with the Councillors after the meeting.

Clerk

14. PLAY AREA

- i. The Clerk shared the inspection reports that have been received for November and December 2022. It was noted that some algae has appeared on the play tower ramp but it was agreed that no action is required.
- ii. Cllr Pinney shared details of the quotations that have been received for the purchase of a football goalpost. The Parish Council resolved to accept the quotation from Mark Harrod, as the specifications met the Parish Council's requirements and it was competitively priced. Clerk to place the order.

Clerk

15. HATLEY VILLAGE ASSOCIATION

- i. Cllr Cooper provided details of recent and future events organised by the HVA. As the committee is new and funds are limited it will be a bit trial and error in the short term, as they learn what works well. It is proposed that the Pop Up Pub is varied from time to time with a theme, to keep up interest. The Valentine's Quiz Night has a licenced bar, but they recognise that a 'bring your own' arrangement for alcohol may have been a better idea, due to the cost of the licence, but it is now too late to change. Ideas are being considered for the King's coronation event in May. The Village Hall has been reserved but it is hoped, weather depending, that activities can take place on the Hatley St George playing field. Cllr Cooper asked the Parish Council to give some thought to providing a contribution to this event, to allow mementos to be handed out to children. Cllr Cooper agreed to investigate any options for grant funding for the event and will give some thought to an evening celebration once the timings of the coronation have been published.

Cllr Cooper

- ii. Cllr Cooper provided details of the HVA's cash held, the value of its stock held, and the takings from the Christmas Shindig and December Coffee Morning. There was no Coffee Morning held in January.
- iii. The only unbanked funds are the small sum of cash held and the cash float of £18.00 that was provided by the Clerk in November. Recent takings have been used to cover running costs and to purchase stock. Both Linda Hudson and Cllr Cooper have been fully reimbursed for their expenditure to-date.
- iv. The Parish Council resolved to accept Cllr Cooper's request to hold a £100 float for HVA events. As £18.00 is already held, the Clerk will arrange a cheque payment to Cllr Cooper for £82.00, which can then be drawn upon by Cllr Cooper for this purpose. Clerk
- v. Cllr Cooper met with Cllr Pinney ahead of the meeting to consider the best method for accounting and reporting the HVA cash and stock transactions. The Parish Council was satisfied with the new HVA cashbook presented by Cllr Cooper. The Clerk advised that the cashbook will need to be included in the Parish Council's Audit in the summer, as it relates to funds and stock held off site. Cllr Cooper agreed to keep the Clerk updated by email regarding event takings and any subsequent banking requirements. The Chair gave thanks to Cllrs Cooper and Pinney for their work to organise and oversee the cashbook.

16. VILLAGE HALL

- i. The Chair gratefully acknowledged the work of many in the community who were involved in the planning and completion of the Village Hall toilet refurbishment project in 2022. Thanks were given to Margot Eagle, Nicola Jenkins, Mervyn Lack, Peter Mann, Allen Miller, Jenny Ollerenshaw, Alan Pinney, Eddie Roach, Mark Wilsher, Chris Flinders, Clare Sellwood, John Wright, Hatley Parish Council, Huws Gray Ridgeons, Reza's Tiles and Rocket Door Frames.
- ii. The Clerk shared details of recent hire and future bookings, which are on the increase.
- iii. The Clerk confirmed hall hire income for the period October to December 2022, with monies being banked that day.
- iv. The Clerk shared correspondence received from *e.on-next* regarding the possible installation of a new smart meter and electricity costs for the Village Hall. The Clerk advised that the electricity is currently priced out of contract, but rates are similar to the new quotation received from *e.on-next* for one and two year contracts. The Parish Council agreed to hold fire on a new contract with any supplier as it is expected that rates will fall. It also considered the lack of wi-fi at the hall to be a stumbling block to the installation of a new meter, so agreed to leave unchanged for the time being.
- v. The Parish Council discussed whether a professional cleaner is required at the hall and how costly it might be. It was agreed that at least once every 6 weeks a professional cleaner could be employed for 2 hours to deep clean areas of the hall. Cllr

- Cooper will liaise with the Clerk to determine when the ideal time might be, depending on hall usage. Additional volunteers for routine Village Hall cleans will also be sought. Cllr Cooper/Clerk
- vi. It was suggested that a larger mat or additional mat may help to keep the floor drier and cleaner in the entrance area, and an outdoor mat may encourage users to wipe the mud, water or leaves from their shoes when entering the hall. Cllr Nickerson agreed to investigate options and costs. Cllr Nickerson
- vii. It was agreed the hall stage would remain in place, set out in the main hall area. Cllr Cooper will organise wooden steps and a curtain edging to make the stage accessible and more pleasing to the eye. The pros and cons of the stage were discussed and it was agreed that hirers would be reminded of any risks that the stage may pose if misused. Cllr Cooper
- viii. Consideration and prioritisation were given to the list of improvements and purchases suggested by Cllr Cooper for the Village Hall:
- a. Redecoration of the hall and bar area – low priority
 - b. Internal and external door mats – high priority
 - c. Recycling waste wheelie bin (blue) – high priority
 - d. Lighting – 1. Hall LED bulbs – medium priority
2. Bar area ‘starter – high priority
 - e. Extra plug points – medium priority
 - f. Wi-fi – medium priority
 - g. Music licence – low priority
 - h. New microwave and kettle – low priority
 - i. Plumbing in the bar area – medium priority
- ix. The Clerk confirmed two additional sets of keys for the kitchen, bar area and storeroom are now held by members of the HVA. Cllr Nickerson
Clerk
- x. The Clerk reminded the Parish Council that it would benefit from a hall caretaker arrangement, to oversee volunteers and access for hirers at the hall. The Clerk will continue to liaise direct with the volunteers regarding hall bookings, to organise access, locking up and cleaning duties. Chair
Cllr Kraus
Chair
Clerk
- xi. It was confirmed that further revisions are still due to the new booking form that Peter Mann and Cllr Cooper have worked on in recent months. The Clerk requested that the new hall hire rates, which were agreed in the summer of 2022, are published without further delay, rather than awaiting the completion of the new booking form. The Parish Council agreed to publishing the new hall hire rates on the existing form, with immediate effect, to be replaced by the new booking form in due course. Peter Mann will revise the website this week and the Clerk will update relevant advertisements. Cllr Cooper
Clerk
- 17 PLANNING
The Clerk reported that the recent Certificate of Lawful Development for work at 99 East Hatley has been given approval by SCDC.
18. PUBLIC ACCESS DEFIBRILLATOR
- i. The updated logbook has been received. Martin Ward, the Hatley Defib Group leader, shared details of new volunteers and agreed to provide the Clerk with a current list of all volunteers who have agreed to undertake the weekly inspections. Clerk

- ii. An order has been placed with Andrew Deptford for the new defibrillator pads and battery packs. The Clerk will update Martin Ward when a delivery location/date is known. The Clerk will purchase a new pack of medical wipes for the Defib kit. Clerk
 - iii. East Anglia Air Ambulance Service is yet to respond to the request for a community CPR/Defib training session to be held in Hatley. Clerk to make contact with EAAA again. Clerk
19. **MEMORIAL PLAQUE FOR QUEEN ELIZABETH II**
Cllr Cooper shared some images of plaque designs and discussed possible locations, being inside or outside the village hall, by the memorial rose or somewhere new. It was suggested that the plaque could also include the forthcoming coronation of King Charles III. Cllr Cooper agreed to obtain costings for the various plaque designs and was open to other suggestions, such as a memorial bench or picnic table for the play area. Cllr Cooper
20. **NEIGHBOURHOOD WATCH**
Cllr Cooper and Nicola Jenkins have contacted the majority of residents in East Hatley and would welcome a volunteer in Hatley St George to take a similar role, with the aim of co-ordinating Neighbourhood Watch across the whole parish. It was suggested that Hatley links to the Gamlingay Neighbourhood Watch events that take place at the Eco Hub, which include police visits. Neighbourhood Watch signs can be placed at village entrance points, but Cllr Nickerson believed there were some sizing issues for the signs.
21. **COMMUNITY LITTER PICK**
It was agreed to hold the next community litter pick on Sunday 26th March, meeting at 10.30 outside the Village Hall. Clerk
22. **PUBLIC FOOTPATHS**
It was noted that there are some areas of Hatley St George where the public footpath has significantly reduced in width due to either overgrown tree branches, bushes or ground level foliage. In some places the narrow path poses a real risk to pedestrians, especially if a large vehicle passes at speed. Cllr Pinney offered to undertake a survey in foot and will report his findings to the Chair, who will discuss the issue with relevant property owners. Cllr Pinney
And Chair
23. **CORRESPONDENCE**
- i. Invitation from Little Gransden Parish Council to join a public meeting to discuss the Luton Airport flight path across South Cambs, on 23.02.23 at 7.30 pm. Noted. Details are on the Hatley website.
 - ii. Fostering Cambridgeshire and Peterborough – request for new foster families. Noted. Details to be shared. Clerk
24. **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**
- i. Community Chest grant £20k offered to assist with the cost of living crisis. Noted.
 - ii. Platinum Jubilee Village Hall Fund. No large projects planned at this time, plus the fund will only contribute up to 20% of project costs.

25. CHURCHES

- i. Thanks were given to Nicola Jenkins for the report on St Denis' Church that was shared ahead of the meeting. The report will be available on the Hatley website.
- ii. The Chair confirmed that there has been some progress since the last Parish Council meeting, regarding drainage. The Chair is in touch with the architect who is doing the next quinquennial report this year. A meeting is due to take place to obtain a specification for the drainage work, to get an idea of overall costs and funding requirements. There has been no progress as yet regarding the tree at Hatley St George Church.

26. OPEN MEETING FOR MEMBERS OF THE PUBLIC TO ADDRESS QUESTIONS TO THE PARISH COUNCIL

A request was made to remind County Councillor Kindersley to prompt the cleaning of the gullies, which are reported as being particularly bad in East Hatley.

Clerk

27. TIME AND DATE OF THE NEXT MEETING

The next meeting is due to be held at 7.30 pm on **Tuesday 21st March 2023.**

28. TIME OF MEETING CLOSURE

The meeting closed at 9.55 pm.